



## **HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA**

### **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER – 073 - 2010**

**OPEN TO:** All Bangladeshi Interested Qualified Candidates

**POSITION:** Senior Voucher Examiner, FSN-420-8  
(Salary Tk. 48,000 per month)

**Depending on qualifications and experience,  
Incumbent may be hired at a trainee grade (one  
grade lower than the position grade.)**

**OPENING DATE:** September 20, 2010

**CLOSING DATE:** October 5, 2010

**WORK HOURS:** Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Senior Voucher Examiner** in the Office of Financial Management (OFM).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



## **BASIC FUNCTION:**

The incumbent will serve as the Senior Voucher Examiner in the Office of Financial Management (OFM). As such, the incumbent is responsible for reviewing and examining a full-range of vouchers, including the most difficult and complex vouchers pertinent to technical program and project operations and other requests for payment involving purchase of goods and services obtained under USAID-funded projects grants, contracts, cooperative agreements; complex travel vouchers (domestic/international); entitlement travel—home leave, R&R, emergency visitation. Incumbent corresponds both orally and in writing with vendors/payees/debtors explaining deductions and to request clarification and/or supporting documentation. Coordinates with other Missions on intra-Agency payments with the USDO on inter-agency payments. Incumbent is responsible for ensuring all payroll is processed by deadlines and provides policy guidance and technical support associated with the use of payroll systems. Serves as alternate sub-cashier in the absence of the sub-cashier.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

### **1.Voucher Processing:**

a. Reviews and analyzes the most unique and complex invoices and vouchers and other requests for payment for USAID programs as determined by the Supervisory Voucher Examiner financed under contracts, grants, cooperative agreements, leases, purchase orders and travel authorizations and other obligating documents. Ensures all USAID/Bangladesh payments are made in accordance with US laws, primarily the Prompt Payment Act and other regulatory requirements and guidance. The Senior Voucher Examiner will examine those vouchers that are complex in nature and ensure that: (1) appropriate authorizations and certifications are in place; (2) valid documentation is attached/available; (3) the claim is arithmetically correct; (4) the claim/payment is in compliance with the applicable contract, grant, cooperative agreement, law or regulatory guidance; (5) sufficient funds are available; (6) payment is neither proper and not duplicate payment; and (7) any outstanding advances are appropriately liquidated; (8) maintain accurate and updated payment files and disbursement records; (9) refers collections to Supervisory Voucher Examiner for issuance of Bills for Collection to implementing partners, vendors and employees for receivables arising from vouchers examined.



- b. Provides advice to, and/or respond to questions from USAID implementing partners, vendors, and Mission personnel regarding payment status and to resolve inquiries. Prepares highly developed written justifications for any disallowances citing appropriate law or regulatory guidance.
- c. Initiates timely requests for upward adjustments of obligations from appropriate financial management staff when required to ensure payments are made timely.
- d. Maintains and reconciles USAID disbursement records with recipient organizations' project records. Verifies the accuracy of expenditure reports submitted by grantees for reimbursement or to liquidate advances when required.
- e. Queries and enters payment data in Phoenix, the Mission's accounting system and prepares ad hoc reports utilizing Phoenix and Phoenix Viewer and BOE.
- f. Serves as a backup voucher examiner as necessary to process administrative vouchers for leases, utilities, procurements and other payments funded from operating expenses.

## **2. Payroll:**

Responsible for ensuring that payroll is processed timely in accordance with the policies, procedures, guidance and deadlines. Responsible for providing necessary technical support and training to timekeepers. Responsible for reviewing all Projected Travel and Leave forms for the Controller's approval. Serves as a backup for processing of FSN payroll.

## **3. Other Duties:**

Serves as deputy or backup to the Supervisory Voucher Examiner and approves all vouchers in Phoenix prior to certification in the absence of the Supervisory Voucher Examiner.

## **QUALIFICATIONS REQUIRED:**

### **SELECTION CRITERIA:**

1. **Education:** Completion of a Bachelor of Science/Arts or equivalent level in accounting, finance or business administration is required.  
*(You must attach a copy of your certificate along with your application form.) 15 points*
2. **Language Proficiency:** Level IV (Fluent) in English and Bangla (written and oral) is required. English language proficiency will be tested at the time of selection. **15 points**



3. **Prior Work Experience:** A minimum of four years of progressively responsible experience in accounts payable and receivable voucher examination; payroll processing or related fiscal work. Minimum of one year of experience with an international organization or donor agency required. Must be computer literate with a minimum of two years experience on computerized accounting applications. **30 points**
4. **Knowledge:** Incumbent must have general knowledge of accounts payable and receivable operations. Must have a sound knowledge of financial spreadsheets, international payroll operations and accounting procedures. Must have experience with and advanced knowledge of Microsoft Office Word and Excel. Must have advanced knowledge of Office products, e.g. Word, Excel, Power Point. Prior use of accounting software is also required. **15 points**
5. **Skills and Abilities:** Ability to closely examine complex and unique payment requests and to detect all arithmetical errors and instances of duplicate, excess or unauthorized claims is required. Competency in the use of financial spreadsheet and word processing applications and other financial management programs in the performance of their duties is required. Ability to collect and present facts and recommendations at a highly developed level, in a clear, concise manner, both orally and in writing is required. Incumbent must be a service-oriented team player with sound interpersonal skills. Must be able to communicate complex explanations effectively and in writing and maintain cordial working relations with American and FSN colleagues, implementing partners, vendors and others in an informative, direct and non-aggressive way on delicate payment issues. **25 points**

#### **SELECTION PROCESS:**

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is **one year**.

#### **ADDITIONAL SELECTION CRITERIA:**

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.



2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

**TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

Form DS-174, "Application for Employment as a Locally Employed Staff or Family Member". **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

**Blank application forms are available at the South barrier of U.S. Embassy, Dhaka (near the Vatican Embassy) and at U.S. Embassy website at: [Dhaka.usembassy.gov](http://Dhaka.usembassy.gov).** In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope at the South Barrier of the U.S. Embassy

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

**All Bangladeshi applicants must complete application forms & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:**

- I) A passport size photograph (taken within six months),
- II) A copy of educational or trade school certificate.

**Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.**



## **SUBMIT APPLICATION TO:**

Supervisory Executive Officer  
Executive Office  
USAID, Bangladesh  
C/o American Embassy  
Dhaka

## **DEFINITION:**

**Foreign Service National (FSN):** A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

**NOTE:** *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

***The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***